

URBAN PLANNER

General Statement of Duties: Performs professional level current and long range planning, urban development, growth management, and geographic information system duties. Performs related work as required.

Distinguishing Features of the Class: An employee in this position is responsible for current and long range planning, zoning, urban development and growth management, and geographic information systems. The position includes the coordination of activities with various City departments, designers, contractors, and the public. Work is performed under the immediate supervision of the Development Services Coordinator.

Areas of Accountability:

- Attends as required City Planning Commission, Zoning Board of Adjustment, and Heritage Preservation Commission; makes meeting arrangements, prepares agendas and minutes.
- Prepares and forwards staff reports for the City Planning Commission, Heritage Preservation Commission, Zoning Board of Adjustment, and the City Council.
- Drafts amendments and recommendations on planning documents, subdivision, zoning, sign and related ordinances.
- Proposes land use and zoning amendments in order to carry out adopted plans.
- Develops and maintains geographic information systems and related databases for the department.
- Responds to citizenry questions through written and oral communications.
- Prepares physical development and sub-area plans.
- Collects and analyses data relating to various aspects of the physical development of the City.
- Assists with other tasks essential to the successful preparation, revision, and adoption of the comprehensive plan for the City.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of zoning, land development and regulation, urban design and geographic information systems; the principles and practice of planning; ability to do technical research work; ability to advise and solve advanced planning problems; ability to communicate ideas clearly and concisely with every level of organization; and maintain effective working relationships with other employees, officials and the public.

Acceptable Experience and Training: Bachelor's degree in planning or a related field with one year of planning experience or a master's degree in planning with no experience.